

WO APPLICATION CHECKLIST

SECTION I

Pre-determination documentation (applies to both initial and re-designation applications):

- **Commander's (Unit/BN/BDE) Recommendation** – It must include the following certification: "I certify that (name and rank) successfully passed the Army Physical Fitness consisting of push-ups, sit-ups and the two mile run with a score of (score by category) on (date); verified height is (feet and inches) and the verified weight is (lbs)." Also, commanders should note in letter if the applicant holds full-time position in Guard.
- **DA Form 2-1 or Enlisted Record Brief (ERB)** - Must include the applicant's signature and review date. It is the applicant's responsibility to ensure the correctness of this document.
- **Resume** - Must be signed and dated and in the prescribed format.
- **WO MOS-related Transcripts and/or Certificates** – Submit transcripts and certificates for all college level and training-related (e.g., AIT certificate and DA Form 1059) courses completed. A copy of the applicant's high school diploma or GED is also to be submitted.
- **NCOER/OER** – Submit copies of all NCOERs/OERs for the last five-years. They must cover periods of relevant feeder MOS and leadership experience.
- **Documents to Support Possession of MOS Unique Prerequisites** – Submit any other supporting documents. Include any awards and decoration certificates that specifically address recognition and performance of duties related to the applied for feeder MOS. Full-time Guard personnel need to add their job description and at least two or three present ratings.
- **WO Recommendation** – Submit letters of recommendation from CW3-CW5s who hold the MOS which the applicant is applying for.
- **WO MOS-related Civilian Training and Experience Documents** – Submit any documents that support civilian training and/or experience which directly relates to the feeder MOS for which applying (e.g., applied for MOS is 915A, Unit Maintenance Technician, and the applicant works full-time as a civilian mechanic). Submit detailed job description and as many civilian supervisor evaluations of performance as possible.
- **APFT** – Submit certified true copy of DA Form 705 from within the last six-months and also indicating the previous three test scores.
- **DA Form 5500** – If applicable, submit a current body fat worksheet.
- **Verification of Security Clearance** – A memorandum of verification must be provided by State Security Manager's Office at JFHQ.
- **GT Score** – Submit proof that applicant obtained a GT score of 110 (non-waiverable).
- **Waivers** – Submit request for waivers for items other than for mandatory prerequisites (e.g., time served in MOS, etc.).

NOTE: CONTACT A WO RECRUITER FOR ASSISTANCE WITH DOCUMENTS

SECTION II

Warrant Officer Candidate Application (requirements for appointment/Federal Recognition):

- **NGB Form 62E** – An application for Federal Recognition must be completed.
- **Physical** – A Chapter 2 physical, consisting of a DD Form 2808 and DD Form 2807-2, must be completed within the last two years.
- **Verification of Security Clearance** – A memorandum of verification must be provided by State Security Manager's Office at JFHQ.
- **Birth Certificate** – Submit a certified true copy of the applicant's birth certificate. If naturalized, a statement IAW Figure 3-2, NGR 600-101 is required. Females must also submit divorce and/or marriage certificates to document name changes.
- **Service Records** – Submit documentation to verify ALL periods of service (i.e., NGB 22, DD Form 214, etc.).
- **GT Score** – Submit proof that applicant obtained a GT score of 110 (not waiverable).
- **SSN CARD** – Submit a certified true copy of SSN card.
- **CAL NG Form 600-2** – Submit signed Overseas Statement, which must include name and SSN of witness.*
- **CAL NG Form 600-2a** - Submit signed Statement of Understanding for Appointment as a Warrant Officer.*

* Can be found at www.calguard.ca.gov (click on Joint Staff Division; Administration; Forms; CA NG).

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